

Co-operative Federation of Victoria Ltd
Minutes of Board Meeting
at
Co-operative Purchasing Services Ltd
(Wantirna South)
on
26 July 1999

Present: D. Griffiths, M. Boyce, N. Black, J. Gill, V. Hughes and V. Ogier

Apologies: T. Gill, D. Brentnall, J. Luckman, R. Stone and R. Wilkens

The Chairman declared the meeting open at 10.36 a.m.

The Chairman suggested that the minutes of the board meeting of 17 June 1999 should properly be dealt with by the next ordinary board meeting on 19 August 1999.

Directors Workshop

The Chairman circulated copies of notes prepared by Peter D. Steane for the co-operative directors workshop that was held on 17 July 1999, *Do You Know What You Are Doing and Why?*

David Griffiths and John Gill briefly reported on two issues arising from the workshop:

- Co-operative access to professional advisers who were experienced with and understood co-operatives.
- Self-assessment for boards.

It was noted that in both areas the Federation could develop new services for members.

The Chairman reported that he was personally purchasing publications on the issue of self-assessment for boards from the Sydney consultancy group *Governance & Management*.

Val Ogier reported that she was attending a conference on governance and management and would provide copies of papers.

Board Survey

It was noted that the Board Survey had established a basis for improved organisation of board meetings and service delivery.

Resignation of Anthony Gill

The board discussed the 1 July 1999 letter of resignation from Anthony Gill to the Chairman giving three months notice of his intention to terminate his contract with the Federation.

The board noted that the Consultancy Contract required three months notice of termination or a lesser period as agreed by the parties and that given Anthony Gill had given notice on 1 July 1999 the three months expired on 30 September 1999.

There was discussion on whether Anthony Gill should be offered the option of ceasing his engagement immediately and be paid out until 30 September 1999. The Chairman reported that he had asked Anthony Gill about this option but that the Secretary had responded that he wished to fulfill his commitments to organising the August board meeting, planning for the AGM and arranging the audit.

1/26 July 1999: Resolved that the resignation of Tony Gill as Consultant and Secretary be accepted as effective from 30 September 1999 and the board records its appreciation of his contribution to the work of the Federation.

2/26 July 1999: Resolved that on behalf of the Board the Chairman write to Tony Gill informing him of the resolution today and remind him of the board's expectation that he will continue to adhere to the duties contained in the Consultancy Contract in particular arranging the audit, planning for the AGM and organising the 19 August board meeting.

Infrastructure Committee

3/26 July 1999: Resolved that a Committee be appointed to bring back to the next board meeting a report on appropriate infrastructure for the Federation including the services of the Federation, the engagement of a Secretary and/or other staff options, a budget and priorities for 1999-2000 and beyond and the subsequent logistics.

John Gill informed the meeting that he was interested in applying for the position advertised by the Federation.

It was agreed that N.Black, V. Hughes, D. Griffiths and V. Ogier would serve on the Infrastructure Committee which would meet at 10.30 am on 2 August 1999. M. Boyce would be available for email consultation.

The Chairman said that he would prepare a list of tasks drawing on the Board Survey and the Consultancy Contract.

It was noted that John Gill would not be involved because of his declaration of interest in an advertised position.

Advertisement

4/26 July 1999: Resolved that the Chairman be authorised to initiate by 7 August 1999 an advertisement in The Age for expressions of interest in the position of Executive Officer, including secretary and treasurer functions, from 1 October 1999 on the basis of the position being part-time up to three days a week and the tasks to be finally determined.

The Chairman declared the meeting closed at 12.32 p.m.

Signed: **Date:**/...../ 1999
(Chairman)

Minutes prepared: 26 July 1999
Minutes mailed: 27 July 1999